



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY ELEMENT
ALLIED FORCES SOUTHERN EUROPE
FPO AE 09620

ACAS-BC

24 October 2006

MEMORANDUM FOR ALL US Army Personnel, Allied Forces Southern Europe

SUBJECT: Policy Memorandum #1 – Commander's Open Door

1. Every Soldier must feel free, and have the freedom, to voice their problems with their chain of command. Leaders must ensure Soldiers understand this in no uncertain terms.
2. My door is always open to discuss problems with any Soldier, family member, or civilian employee of AFSOUTH. I strongly urge you to engage your NCO support channel or chain of command first in order to give them the opportunity to resolve your issue at the lowest level. However, if you are not comfortable with that approach, for whatever reason, then by all means feel free to contact me. Also, face-to-face meetings are much preferred, but if urgency dictates, then please call.
3. For Soldiers in outlying areas, as I visit your location you are certainly welcome to take the opportunity to use this open door policy. You may pick up the phone and contact me at any time, but, during those visits you have the opportunity for the face-to-face meeting.
4. To schedule an appointment please contact my secretary at commercial 39 081 721-2855 or DSN 640-2855. When you call please inform the secretary that you need an open door session. No details are required.
5. This policy memorandum will be posted on the permanent section of all unit bulletin boards and supersedes all previous open door policies.

DENNIS D. DAWSON
LTC, AG
Commanding

Distribution:

1 each Company, w/copy furnished to each National Support Element